



TO: State Board Chairman
Regional Workforce Board Chairpersons
Regional Operators
Regional Coordinators

FROM: Ronald L. Stiver
Commissioner *RVS*

DATE: April 24, 2006

SUBJECT: DWD Policy 2005-17
Transition Funding for Indiana's Regional Workforce Boards

Purpose To explain initial transition funding to Indiana Department of Workforce Development's eleven Regional Workforce Boards in the Balance of State Workforce Investment Area as described in the approved Indiana Workforce Development Strategic Two Year Plan for Title I of the Workforce Investment Act of 1998 and the Wagner Peyser Act.

Content

Funding Levels

The Department of Workforce Development will provide transition funding for the Regional Workforce Boards. The money will come from Workforce Investment Act administration funds and may be used according to Workforce Investment Act allowable costs. The Department of Workforce Development will notify each Regional Workforce Board of its transition funding.

The funds will allow the Regional Workforce Boards to begin setting up operations so that full operations may begin on July 1, 2006. Funding that is not spent will rollover to the 2006 program year. At that point, the money may be spent as Workforce Investment Act program funding.

Fiscal Agent

The Department of Workforce Development will be using a state procured Fiscal Agent to manage these transition funds. The Fiscal Agent will pay for allowable expenses, will keep the appropriate accounting records, and will provide reports to the Department of Workforce Development on the expenditures. The state procured Fiscal Agent will distribute specific guidance on the form of requests for payments and related support and approvals as soon as possible following the effective date of this guidance.

The Regional Workforce Boards may process requests for payment of allowable expenses by routing the invoices and billings to the Fiscal Agent through the Department of Workforce Development support person for their area. The Department of Workforce Development has published a listing of allowable transition expenses. That listing is posted on the Department of Workforce Development's website. Any expense not on that list must receive prior approval from the Department of Workforce Development before it can be paid from the transition funds.

At the time a Regional Operator for a Regional Workforce Board is selected and under contract, the Regional Operator may process requests for payment directly with the Fiscal Agent. A request for this change must be submitted to the Director of Career Services at the Department of Workforce Development through the Regional Workforce Board/Department of Workforce Development contact. Once approved, the Fiscal Agent will be informed of the change and the Regional Operator may process the request directly with the Fiscal Agent. The Regional Operator must still comply with the listing of allowable expenses and must receive prior approval for any expenses not on the allowable expenses list.

Closeout

The transitional funding will end on June 30, 2006. Expenses after that date will not be transition activities. Those expenses will need to be addressed using Workforce Investment Act formula and other allocations/grants to the Regional Workforce Boards. Unspent transition funds for the Regional Workforce Boards will be available to the Boards as additional funds to be spent on Workforce Investment Act program functions. The exact process for this transition of funding will be developed by Department of Workforce Development Finance. It is anticipated that the transition will include a closeout process and a new granting process.

Effective Date

This policy will take effect immediately upon reaching contractual relationships with a Fiscal Agent.

Ending Date

The policy will end on June 30, 2006.

Ownership

Partner Services

Action

Regional Workforce Boards and Regional Operators, please follow the above policy when requesting transition funding prior to June 30, 2006.

Contact Person

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